



Our procurement process

A Vendor's guide to partnering with Cambrian College



**Cambrian College of
Applied Arts and Technology**
1400 Barrydowne Road
Sudbury, Ontario P3A 3V8
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Disclaimer

This Vendor's Guide is for informational purposes only. It is not a legal document. It is not intended and shall not be construed to create any legal rights or interests or to impose legal duties or obligations upon Cambrian College.

This guide is not intended to be a complete description of the regulations, rules, policies and procedures governing the procurement process nor does it replace, supersede or interpret the terms and conditions of any bid. Notwithstanding anything contained in this guide, bidders must strictly adhere to the instructions, conditions of bidding, specifications and contract terms and conditions set forth in each individual bid solicitation to which they respond.

Dear Vendor:

Cambrian College recognizes the importance of fostering good relationships with our vendors and endeavors to promote an environment that fosters open and fair treatment.

The Purchasing Services team is dedicated to procure goods and services that meet the needs of the College at the best value. Cambrian College is committed to following the principles of fairness, transparency, and competition, while adhering to applicable Trade agreements, and the BPS Procurement Directives set out by the Management Board of Cabinet and the Government of Ontario.

This guide was prepared as a reference tool for interested vendors and prospective bidders to better understand Cambrian's procurement processes.

For more information visit our Webpage:

<https://cambriancollege.ca/services/purchasing-services/>

For more information on doing business with broader public sector organizations, visit the Ontario Government Website:

<https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/English/BPSSC-Sec>

We appreciate your interest and look forward to doing business with you.

Sincerely,

Kristine Morrissey
Vice President, International, Finance and Administration

About Cambrian College

Cambrian College has been a leading postsecondary institution and the largest college in the North since classes began in 1967. Located on the traditional territory of the Atikameksheng Anishnawbek First Nation in Sudbury, Ontario, the College has a vibrant, global community of more than 4,700 learners studying in over 80 full and part-time programs. Cambrian College offers traditional, online and flexible delivery programming year-round, serving a student population that is reflective of the rich diversity of today's global workplaces.

MISSION

To offer a comprehensive program of career-oriented, postsecondary education and training to assist individuals in finding and sustaining meaningful employment. To meet the needs of employers and the changing work environment. To support the economic and social development of our diverse community, locally and globally.

VISION

Our vision is to imagine the impossible, to inspire one another, and to innovate in ways we have yet to fully explore. To envision the impossible and work together to achieve what we envision.

VALUES

Innovation – to unlock unlimited possibility

Respect – to enhance every experience for the greater good

Collaboration – to maximize the contributions of all

Excellence – to drive quality through accountability

For more information, visit www.cambriancollege.ca.

Purchasing Services

Our Team

Tracy McMillan Manager, Financial Services tracy.mcmillan@cambriancollege.ca 705-566-8101 ext. 7610	Jessica Valiquette Senior Buyer, Purchasing Services jessica.valiquette@cambriancollege.ca 705-566-8101 ext. 6987
Holly Sgouros Buyer, Purchasing Services holly.sgouros@cambriancollege.ca 705-566-8101 ext. 6455	Jane Peltomaki Junior Buyer, Purchasing Services jane.peltomaki@cambriancollege.ca 705-566-8101 ext. 7925

Purchasing Services is the central purchasing and contract management department for Cambrian College. Vendors are requested to make Purchasing Services their first point of contact when seeking to do business with the College. A Purchasing Services team member will direct you to the individual most qualified to evaluate your product or service.

Competitive Costing - For Goods and Services	Competitive Costing – For Construction
Up to \$10,000 -- Direct Procurement	Up to \$25, 000 – Direct Procurement
\$10,000 – \$99,999-- Invitational Competitive Procurement Process	\$25, 000 – \$99,999-- Invitational Competitive Procurement Process
\$100,000+: Open Competitive Procurement Process	\$100,000+: Open Competitive Procurement Process

NOTE: All open solicitations for Cambrian College will be posted on the Bonfire Portal, <https://cambriancollege.bonfirehub.ca/portal> with a notice posted to the MERX website, www.merx.com/cambrian.

Purchase Order terms and conditions are also posted on our website: <https://cambriancollege.ca/services/purchasing-services/>

It is the vendor's responsibility to review the terms and conditions prior to bidding, accepting an order, rendering services or shipping goods to the College.

Location, Hours of Operation and Contact Details



Location

Purchasing Services is located in room 4037 at 1400 Barrydowne Road, Sudbury Ontario.



Hours of Operation

8:30 a.m. to 4:30 p.m. Monday through Friday.

Phone

Please call us directly at (705) 524-7315.

E-Mail

E-mail questions or information to purchasing@cambriancollege.ca

Visit us on the Web

<https://cambriancollege.ca/services/purchasing-services/>

Personal Visits

In order to provide you with our undivided attention, we encourage you to call our main number above to schedule an appointment with one of our Purchasing Services Team members. Impromptu visits may not be accommodated. Please note that during periods of high activity we may be unable to accommodate requests.

Vendors List

Purchasing Services maintains a Vendors List. Companies interested in receiving opportunities to provide quotes on invitational procurements are encouraged to submit their company information to purchasing@CambrianCollege.ca. Vendors are strongly encouraged to register for a free account with Bonfire <https://CambrianCollege.bonfirehub.ca/portal/?tab=login>

Purchasing Authority and Responsibilities

Contracts

Vendors should note that most Cambrian employees do not have the authority to bind the College into contracts. Contracts must flow through Purchasing Services to obtain the appropriate approvals in accordance with Contract Management Policy and signing authority.

Purchase Orders

The Manager, Financial Services (or delegate) has sole authority to sign/issue Purchase Orders.



What you can expect from us

Supply Chain Code of Ethics: Our goal is to ensure an ethical, professional, and accountable Broader Public Sector Supply Chain. For more information, read the Ontario BPS Supply Chain Code of Ethics.

Ethics

A Code of Ethics has been adopted, endorsed by the Senior Team and included in the Procurement Policy and Procedures to satisfy government requirements.

All individuals involved in procurement activities must comply with this Code of Ethic, including confidentiality, conflict of interest and gifts.

Confidentiality

All Cambrian College employees are requested to keep all information received from suppliers, including bid/proposal responses confidential. Any enquiries concerning a purchase should be referred to Purchasing Services. In order to promote fair competition practices, Cambrian College does not divulge to competitors, pricing details of goods purchased from other vendors.

Conflict of Interest

All Cambrian College employees must adhere to the College's Conflict of Interest policy. Where an employee has a financial or other interest in goods and/or services which the College's desires to purchase, the employee is disqualified from approving the order.

Gifts

Cambrian's procurement activities are conducted in a manner above reproach, with complete impartiality and with no preferential treatment. Cambrian College employees are not to solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, or anything of monetary value from anyone who does or is

seeking to do business with Cambrian College; or has interests that may be substantially affected by a procurement award.

Vendors and their employees are expected to abide by the highest ethical, legal and moral standards in all business relationships. As such, all vendors are obliged to respect our policy and refrain from placing College staff in an ethical dilemma by offering inappropriate entertainment, hospitality or gifts.

What we expect from the vendor

- Quality products and dependable service, including delivery promises.
- Completion of service and installation work on schedule.
- Responsible, competitive prices.
- Introduction of new products and services to reduce costs and improve reliability.
- Products and services that are AODA compliant.
- Willingness to accept the return of damaged, incorrect and excessively shipped merchandise.
- Prompt settlement of warranty actions.
- Understanding and abiding by Cambrian's Procurement Policy and Procedures.
- Prompt notification of any circumstances that will or may affect the delivery date of any order and/or the completion date of any project.

Expediting and Receiving

Vendors should deliver goods or services according to the terms of the contract and Purchase Order or other authorizing document. Under no circumstances should vendors process an order before the receipt of a valid purchase order or authorization directly from Purchasing Services.



Shipping and Receiving hours of operations are Monday to Friday, 8:00 a.m. – 4:00 p.m.

Vendors who deliver without authority run the risk that they will not be paid. The only exception to this is when Purchasing Services approves an emergency request. In this situation, the requesting department will likely give a Corporate Card number for a deposit. Purchasing Services then issues a formal Purchase Order.



Packing Slips

Vendors must include with the delivery of goods a packing slip that contains the specific information referenced on the purchase order as well as the Purchase Order number.

Insurance Requirements

Cambrian College requires the following insurance requirements as a minimum for all contractors performing construction-type work on college property:

1. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$5,000,000 per occurrence. Coverage shall include the following; (A) contractual liability; (B) products and completed operations; (C) Independent Contractors Coverage; (D) Broad Form Property Damage (E) Waiver of Subrogation in favour of Cambrian College of Applied Arts and Technology, (F) Employees as additional insured, (G) Cross liability clause (H) all non-owned automobile liability.
2. Motor Vehicle Liability Insurance, including Ontario No-Fault Coverage, with limits of liability of not less than \$ 2,000,000 per occurrence. Bodily Injury and Property Damage Coverage shall include all owned vehicles, and all hired vehicles.
3. Workers' Safety Insurance Board coverage in accordance with all applicable Statutes of the Province of Ontario.
4. Professional Liability Insurance on an "Occurrence basis" with limits not less than \$5,000,000 per occurrence.

****Only required for professionals (with professional designation). ****

NOTE: \$10,000,000 of commercial general liability insurance is required for roofing and electrical projects.

NOTE: Contractors found to be performing work onsite without adequate insurance, will be asked to cease work until proofs of insurance are provided.

Invoicing and Payments



Invoices

Vendors should submit an invoice for payment directly to **Accounts Payable** following the delivery of the goods or when the service has been completed. Invoices should be emailed to POINVOICE@cambriancollege.ca only. Sending the invoice to any other area may cause delays in receiving payment.

The invoice should correctly reference the purchase order number, the quantity and type of item or service, the price, and have an invoice number. The unit of purchase and price on the invoice should agree with the unit and price cited on the purchase order.

Health and Safety

It is the intent of Cambrian College to maintain a safe, secure and healthy environment for students, visitors, employees and the surrounding community. To ensure the College meets these goals, all vendors and contractors shall comply with all applicable federal, provincial and municipal safety codes as well as the Occupational Health and Safety Act & Regulations, local laws and standards, as well as established College procedures and policies.

The College's Policies are available at <https://cambriancollege.ca/about/official-documents-and-policies/>

Vendors are also required to adhere to emergency-specific protocols, such as building evacuation and lockdown while on site.





*Thank you for your interest
in doing business with*



**CAMBRIAN
COLLEGE**